Approved For Release 2003/04/02 IA-RDP89-00244R000100100003

Approved For Release 2003/04/02 : CIA-RDP89-00244R000100100003-

Approved Falleastes 2003/04/02 bilacation 99 092 100 0100 100003-9 Women's Bureau, U.S. Department of Labor, available Fall 1980

CHILD CARE AT THE GOVERNMENT WORK PLACE

Table of Contents

		Page
Forewor	rd	
Acknow	ledgements	
I.	Introduction The Development of This Manual Current Child Care Efforts in the Government The Alliance for Child Care in Federal Agencies	1 3 4 9
II.	Getting Started: Gathering Support Strategies for Establishing Support for Child Care Establishing the Climate of Acceptance for Child Care Establishing the Legal Legitimacy for Government Support of Child Care Establishing That the Group Proposing To Organize the Center is Worthy of Support Documenting That There is a Need for Child Care Techniques of Designing and Conducting Surveys	10 11 12 14 17 19 20
III.	The Establishment of An Administrative Structure The Identification of the Population to be Served *Options in Choosing an Administrative Structure The Organization of a Board of Directors The Delineation of Board/Staff Responsibilities	23 23 24 26 29
IV.	Legal Issues in the Establishment of Child Care Centers The Incorporation Process Not for Profit and Tax Exempt Status Steps in the Incorporation/Tax Exempt Process Regulatory Issues Other Legal Concerns The Need for An Attorney	31 32 33 36 37 38 39
٧.	Acquiring Appropriate Space for A Center Control of Government Space Identification of Available Space Authorization for the Granting of Space for Child Care Options for Covering Rental and Maintenance Costs Determining the Amount of Rent OMB Oversight of Space Usage Designing Appropriate Space	41 42 42 44 45 47 48 49
VI.	The Costs of Ouality Care The Budget as the Program's Goal Statement Types of Budgets Major Budget Considerations Developing the BudgetThe Expense Side Developing the BudgetThe Income Side	50 50 50 52 57 62

Approved For Release 2003/04/02 : CIA-RDP89-00244R000100100003-9

	•	
VI.	Methods of Reducing Fees Adjusting Fees According to Income Sample Day Care Budget	63 64 68
VII.	Defraying Child Care Costs: Using Other Resources Major Resources for Child Care Federal Government Resources HEW and HUD Authority Title XX Resources The Comprehensive Employment and Training Act (CETA) The Child Care Food Program Community Resources Foundations Research and Demonstration Projects	69 70 70 71 73 74 75
VIII.	Child Recruitment, Selection and Enrollment Attracting Children Enrollment Policies Enrollment Procedures and Forms	78 78 79 81
ΤY	Conclusions	

Footnotes

Χ.	Appendices

I. Sample Surveys
II. Listing of Current Federal Child Care Centers
III. Women's Bureau Publications on Child Care
IV: Other Useful Publications

Resources